



## GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 17-025

**POSTED:** January 6, 2017

**DEADLINE:** January 13, 2017

**JOB TITLE:** Program Manager

**JOB CODE:** GSP 130

**PAYGRADE:** J

**POSITION NUMBER:** 00207852 (*This is a grant funded position*)

**LOCATION:** Child Fatality Review (CFR) Program  
GBI Headquarters  
Decatur, Georgia

**SALARY:** \$40,000/yr.

**This is a sensitive government position.**

The Child Fatality Review (CFR) program is responsible for developing, monitoring, advising, evaluating, and training CFR committees on the program services surrounding the CFR program which is responsible for monitoring child deaths within the State of Georgia. **This position will be supported by the CDC Sudden Death of the Young Grant. The anticipated start date for this position is March 1, 2017.** This position may be eliminated September 30, 2018, when the grant funding has expired.

### **DUTIES AND RESPONSIBILITIES:**

This position will perform data analyses, evaluations, and conduct organizational studies on current operations of CFR program services. Provide technical assistance, consultation, staff development and training to managers and staff, as well as consulting with other public and private agencies. Contribute to the planning, development, and implementation of fatality prevention programs statewide. Collect, advise, analyze, and evaluate county performance of programs for compliance with state and/or federal guidelines to ensure quality of services and compliance guidelines. Follow up with the next of kin of children who die suddenly and unexpectedly.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business or related field from an accredited college or university **AND** One year of experience in public health, clinical reviews, or investigations.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over year basis.

### **Preferred Qualifications:**

In addition to the minimum qualifications, preference will be given to applicants with work experience in one or more of the following:

- One or more years of experience with writing reports or grants
- Proficient in MS Word, Excel, and PowerPoint

- One or more years of experience with program management to include: planning, compliance, developing, monitoring, evaluations, and/or training of a program(s)

### **VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

#### **TO APPLY:**

#### **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation  
Attn: Office of Human Resources  
P. O. Box 370808  
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ **Applications should be filled out carefully and completely. Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. **Applicants who are not selected for an interview will not receive notification.**
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

***All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.***

**THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER**